

<b>REQUEST FOR QUOTATION</b> (This is not an order)		<b>THIS RFQ</b> <input type="checkbox"/> <b>IS</b> <input checked="" type="checkbox"/> <b>IS NOT A SMALL BUSINESS SET-ASIDE</b>			<b>PAGE OF PAGES</b> 1   6	
<b>1. REQUEST NO.</b> RFQ-TX-06-00051		<b>2. DATE ISSUED</b> 09/05/2006		<b>3. REQUISITION/PURCHASE REQUEST NO.</b> PR-TX-06-00316		<b>4. CERT. FOR NAT. DEF. UNDER BOSA REG. 2 AND/OR DMS REG. 1</b>
<b>5a. ISSUED BY</b> US EPA PROCUREMENT AND GRANTS SECTION 1445 ROSS AVENUE, SUITE DALLAS, TX 75202 2733				<b>6. DELIVER BY (Date)</b> 02/27/2007		
<b>5b. FOR INFORMATION CALL: (No collect calls)</b>				<b>7. DELIVERY</b> <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
<b>Name</b> CHERYL E HILL		<b>TELEPHONE NUMBER</b> (214) 665-2799		<b>9. DESTINATION</b>		
<b>8. TO:</b>				<b>a. Name of Consignee</b> US EPA Mail Drop: UNKNOWN N/A		
<b>a. Name</b>		<b>b. Company</b>		<b>b. Street Address</b> 499 S. Capitol		
<b>c. Street Address</b>				<b>c. City</b> Washington		
<b>d. City</b>		<b>e. State</b>		<b>f. Zip Code</b>		<b>d. State</b> DC <b>e. Zip Code</b> 22152
<b>10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date)</b> 09/11/2006				<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this request for Quotations must be completed by the quoter.		
<b>12. SCHEDULE (Include applicable Federal, State and Local taxes)</b>						
<b>ITEM NO.</b> (a)	<b>SUPPLIES/SERVICES</b> (b)	<b>QUANTITY</b> (c)	<b>UNIT</b> (d)	<b>UNIT PRICE</b> (e)	<b>AMOUNT</b> (f)	
1	Conference Rooms Conference Rooms (see below)	5	EACH			
2	Light Refreshments- AM/P Light Refreshments- AM/PM Coffee & tea, and AM breakfast breads, and ice water at student tables (see below)	3	EACH			
3	Tues -Wed Registration t Tues -Wed Registration tables (set of 4 - 6' skirted tables : two front/two back)	2	EACH			
4	Tues - Thurs wireless mi Tues - Thurs wireless microphone (Tues-1, Wed-3, Thurs-2)	6	EACH			
5	Per room - Video Screens Per room - Video Screens 10'x10' (no smaller than 9'x9' in breakout rooms)	5	EACH			
6	Per room - podium Per room - podium	5	EACH			
7	Per room -extension cord Per room -extension cords and electrical outlets (alligator type) to run EPA provided laptops and NEC/LCD projectors	5	EACH			
8	Two 6' skirted tables in Two 6' skirted tables in the Thursday general session room	1	EACH			
<b>12. DISCOUNT FOR PROMPT PAYMENT</b>		<b>a.10 Calendar Days (%)</b>		<b>b.20 Calendar Days (%)</b>		<b>c.30 Calendar Days (%)</b>
						<b>d. Calendar Days</b> Number   Percent
NOTE: Additional provisions and representations <input checked="" type="checkbox"/> are <input type="checkbox"/> are not attached.						
<b>13. NAME AND ADDRESS OF QUOTER</b>				<b>14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION</b>		<b>15. Date Of Quotation</b>
<b>a. NAME OF QUOTER</b>						
<b>b. STREET ADDRESS</b>						
				<b>16. SIGNER</b>		
<b>c. COUNTY</b>				<b>a. NAME (Type or Print)</b>		<b>b. TELEPHONE</b> Area Code
<b>d. CITY</b>		<b>e. STATE</b>		<b>f. ZIP CODE</b>		<b>c. TITLE (Type or Print)</b> Number

**REQUEST FOR QUOTATION-  
CONTINUATION**

**PAGE NO.**  
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**REQUEST NO.**  
RFQ-TX-06-00051

**DATE ISSUED**  
09/05/2006

**REQUISITION/PURCHASE REQUEST NO.**  
PR-TX-06-00316

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
9	pens at each student tab pens at each student table on Tuesday	1	EACH		
10	Guest rooms (see below) Guest rooms (see below)	250	EACH		
11	Comp rooms at 1 per 50 p Comp rooms at 1 per 50 payed room nights	5	EACH		
12	Agenda Planning Meeting Agenda Planning Meeting Room and guest rooms (6-10) see below.	1	EACH		

## Attachments

Requester Attachments: The workshop shall run on one of the following weeks:  
Feb 27 to March 1, or March 6-8, or March 27-29, 2007.

On the Tues and Thurs, the workshop shall be set up for a single general session room with classroom styled seating for 150 students (of approximately square shape or rectangle shape not to exceed a 1.5 : 1 length to width ratio).

On the Wednesday, the workshop shall be set up for three breakout rooms, with classroom styled seating for 70 students each (with the same approximate square shape or rectangle shape not to exceed a 1.5 : 1 length to width ratio).

Light Refreshments shall be provided, at an agreed to refreshment station located near the conference rooms, with the following requirements:

Tues AM - 1 gallon decaf coffee, 5 gallon caffinated coffee

Tues PM - 1 gallon decaf coffee, 2 gallon caffinated coffee, 4 gallon brewed tea

Wed AM - 1 gallon decaf coffee, 5 gallon caffinated coffee

Wed PM - 1 gallon decaf coffee, 2 gallon caffinated coffee, 4 gallon brewed tea

Thurs AM - 1 gallon decaf coffee, 5 gallon caffinated coffee

Thurs PM - 1 gallon decaf coffee, 2 gallon caffinated coffee, 4 gallon brewed tea

Tues - Thurs AM - assorted breakfast breads/pastries/sliced or cut fruit for 150 students

Tues - Thurs AM and PM - Ice water and glasses at each student table

Guest rooms are based on Monday arrival, Thurs or Friday checkout @ 80 rooms per night Mon thru Wed, and 10 rooms on Thurs night (checkout Fri AM), at the current gov't per diem rate for Little Rock, AR for FY 07 (currently set at \$71.00 per night for FY 06- each student is responsible for their own reservation and room billing. EPA agrees to pick up at least 80% of the total room block. Based on hotel agreement and availability, EPA may increase the room block above the contract number, at per diem rate. The room block shall be established upon contract approval, for "US EPA Workshop", and shall remain open until 30 days prior to the workshop event (Cut off Date is 30 days prior to the Workshop).

The hotel shall provide a meeting room for approximately 12 people for the Agenda Planning Meeting, on Wed, Oct 4, 2006 at 12 noon, thru the next day, Thursday 12 noon. A room block of 6-10 rooms at gov't per diem (\$71.00 per night) shall be established for Wed, Oct 4. Upon agreement by EPA, this agenda planning meeting can be moved to the second or fourth week of October, depending on EPA's work schedules. Each individual attending this Planning Meeting shall be responsible for their own reservation, and shall make their reservation (cut off date) within 30 days of the Planning event.

Comp rooms shall be given to the EPA workshop at a rate of 1 room night per 50 room nights picked up by the workshop students. These comp rooms shall be given out to guests of the EPA on any nights between Mon and Wed nights during the workshop event.

The hotel location shall be within 1/2 mile of the River Market area of downtown Little Rock, Arkansas. The hotel must also have shuttle and/or trolley access to the River Market area, and shuttle service access to the Little Rock airport.

Approver Attachments:

Funding Attachments:

## REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

The following representation applies when the contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia:

### 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (Oct 2000)

- (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 721110 (insert NAICS code).
- (2) The small business size standard is \_\_\_\_\_ (insert size standard).
- (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.
- (b) Representations. (1) The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.
- (2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.
- (3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ☐ is, ☐ is not a women-owned small business concern.
- (4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ☐ is, ☐ is not a veteran-owned small business concern.
- (5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it ☐ is, ☐ is not a service-disabled veteran-owned small business concern.
- (c) Definitions. As used in this provision--

#### "Service-disabled veteran-owned small business concern"--

##### (1) Means a small business concern--

- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse of permanent caregiver of such veteran.

##### (2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern", means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

#### "Veteran-owned small business concern" means a small business concern--

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

#### "Women-owned small business concern", means a small business concern--

- (1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

#### (d) Notice.

- (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.
- (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.
- (End of provision)

### TAXPAYER IDENTIFICATION (FAR 52.204-3)(10/30/98)

#### (a) Definitions.

\*Common parent,\* as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

## REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

The following representation applies when the contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia:

\*Taxpayer Identification Number (TIN),\* as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

☐ TIN: \_\_\_\_\_

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other \_\_\_\_\_

(f) Common parent.

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name \_\_\_\_\_

TIN \_\_\_\_\_

**Additional Clause(s):**

**CUSTOM**

**TAX**

The Federal Government is exempted from paying taxes. The tax exempt number is 52-085-2695.

**EP-S**

**99-1 Compliance with Veterans Employment Reporting Requirements (OCT 98)**

The following solicitation provision applies to Request for Quotes at \$25,000 or over.

(a) The Offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212 (d) (i.e. the VETS-100 report required by the Federal Acquisition Regulation clause 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era), it has [ ], has not [ ] submitted the most recent report required by 38 U.S.C. 4212 (d).

(b) An Offeror who checks he "has not" may not be awarded a contract until the required reports are filed. (31 U.S.C. 1354)

**EPAAR**

**1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 00)**

**COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 2000)**

(a) Definition. Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:

(1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.

(2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.

(3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.

(4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.

**EPAAR**

**1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (II) (OCT 00)**

(b) General. The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.

(1) IRM Policies, Standards and Procedures. The 2100 Series (2100-2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.

(2) Groundwater Program IRM Requirement. A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with EPA Order 7500.1A - Minimum Set of Data Elements for Groundwater.

**EPAAR**

**1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (III) (OCT 00)**

(3) EPA Computing and Telecommunications Services. The Enterprise Technology Services Division (ETSD) Operational Directives Manual contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. This document may be found at: <http://www.epa.gov/docs/etsdop/>.

(c) Printed Documents. Documents listed in (b)(1) and (b)(2) may be obtained from:

U.S. Environmental Protection Agency  
Office of Administration  
Facilities Management and Services Division  
Distribution Section  
Mail Code: 3204  
Ariel Rios Building  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460  
Phone: (202) 260-5797

(d) Electronic Access. A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at <http://epa.gov/docs/irmpoli8/>.

\*\*\*\*end of clause\*\*\*\*

**EPAAR**

**1552.233-70 NOTICE OF FILING REQUIREMENTS FOR AGENCY PROTESTS (JUL 99)**

Agency protests must be filed with the Contracting Officer in accordance with the requirements of FAR 33.103(d) and (e). Within 10 calendar days after receipt of an adverse Contracting Officer decision, the protester may submit a written request for an independent review by the Head of the Contracting Activity. This independent review is available only as an appeal of a Contracting Officer decision on a protest. Accordingly, as provided in 4 CFR 21.2(a)(3), any protest to the GAO must be filed within 10 days of knowledge of the initial adverse Agency action.

**FAR 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (OCT 00)**  
Small Business Program Representations

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is \_\_\_\_\_ [insert NAICS code].

(2) The small business size standard is \_\_\_\_\_ [insert size standard].

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it \* is, \* is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it \* is, is \* not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it \* is, \* is not a women-owned small business concern.

**FAR 52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUL 96)**  
NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUL 1996)

(a) Definition.

Small business concern, as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation. (b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected.

(2) Any award resulting from this solicitation will be made to a small business concern.

(c) Agreement. A small business concern submitting an offer in its ownname agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States. The term United States includes its territories and possessions, the Commonwealth of Puerto Rico, the trust territory of the Pacific Islands, and the District of Columbia. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply in connection with construction or service contracts.

(End of clause)